



MINDORO STATE UNIVERSITY
Alcate, Victoria, Oriental Mindoro

WHOLE-OF-GOVERNMENT (WOG) REENGINEERING PLAN

As of December 2022

OFFICE	PRIORITY SERVICES	CURRENT STATUS			EXPECTED OUTCOME			TARGET CLIENTS
		NO. OF STEPS	PROCESSING TIME	AMOUNT	NO. OF STEPS	PROCESSING TIME	AMOUNT	
Guidance and Counseling Office	Counseling Services	4	1 hour	N/A	4	40 minutes	N/A	Students
Guidance and Counseling Office	Issuance of Certificate of Good Moral Character	3	20 minutes	P40.00	3	17 minutes	P40.00	Students

Certified Correct:

A handwritten signature in black ink, appearing to read "Heidelita D. Bumohya".
MS. HEIDELITA D. BUMOHYA
Guidance Counselor III



MINDORO STATE UNIVERSITY
Alcate, Victoria, Oriental Mindoro

WHOLE-OF-GOVERNMENT (WOG) REENGINEERING PLAN

As of December 2022

OFFICE	PRIORITY SERVICES	CURRENT STATUS			EXPECTED OUTCOME			TARGET CLIENTS
		NO. OF STEPS	PROCESSING TIME	AMOUNT	NO. OF STEPS	PROCESSING TIME	AMOUNT	
Records Management Office	Issuance of Certified Copies of Documents	3	minutes	N/A	3	5 minutes	N/A	Employees/ Students/ Others

Certified Correct:

A handwritten signature in black ink, appearing to read "Melgar G. Fadrique Lan".

MELGAR G. FADRIQUE LAN
Administrative Officer V (Records Officer III)



MINDORO STATE UNIVERSITY
Alcate, Victoria, Oriental Mindoro

WHOLE-OF-GOVERNMENT (WOG) REENGINEERING PLAN

As of December 2022

OFFICE	PRIORITY SERVICES	CURRENT STATUS			EXPECTED OUTCOME			TARGET CLIENTS
		NO. OF STEPS	PROCESSING TIME	AMOUNT	NO. OF STEPS	PROCESSING TIME	AMOUNT	
Human Resource Management Office	Issuance of Certificate of Employment	3	45 minutes	N/A	3	40 minutes	N/A	Employees/ Separated Employees
	Issuance of Service Record	4	1 hour and 5 minutes	N/A	4	1 hour	N/A	Employees/ Separated Employees
	Application for Leave of Absence	4	3 days and 41 minutes	N/A	4	3 days and 31 minutes	N/A	Employees

Certified Correct:


ZEA FIEL V. SIGUE
Admin. Officer IV (HRMO II)



MINDORO STATE UNIVERSITY
Alcate, Victoria, Oriental Mindoro

WHOLE-OF-GOVERNMENT (WOG) REENGINEERING PLAN
As of December 2022

OFFICE	PRIORITY SERVICES	CURRENT STATUS			EXPECTED OUTCOME			TARGET CLIENTS
		NO. OF STEPS	PROCESSING TIME	AMOUNT	NO. OF STEPS	PROCESSING TIME	AMOUNT	
Library	Borrowing of Books or Information Resources	3	8 minutes	N/A	3	7 minutes	N/A	Students/ Employees
	Returning of Books or Information Resources	5	19 minutes	N/A	5	15 minutes	N/A	Students/ Employees

Certified Correct:

A handwritten signature in black ink, appearing to read "Natividad R. Templanza".
NATIVIDAD R. TEMPLANZA
College Librarian III



MINDORO STATE UNIVERSITY
Alcate, Victoria, Oriental Mindoro

WHOLE-OF-GOVERNMENT (WOG) REENGINEERING PLAN

As of December 2022

OFFICE	PRIORITY SERVICES	CURRENT STATUS			EXPECTED OUTCOME			TARGET CLIENTS
		NO. OF STEPS	PROCESSING TIME	AMOUNT	NO. OF STEPS	PROCESSING TIME	AMOUNT	
Cashier	Check Disbursement	3	5 minutes	N/A	3	5 minutes	N/A	Employees/ Students/ Suppliers
	Cash Disbursement	3	4 minutes	N/A	3	4 minutes	N/A	Employees/ Students
	Collection of Payments	3	1 minute	N/A	3	less than 1 minute	N/A	Employees/ Students/ Others

Certified Correct:


DORINA T. EMPLEO
Administrative Officer V (Cashier III)



MINDORO STATE UNIVERSITY
Alcate, Victoria, Oriental Mindoro

WHOLE-OF-GOVERNMENT (WOG) REENGINEERING PLAN

As of December 2022

OFFICE	PRIORITY SERVICES	CURRENT STATUS			EXPECTED OUTCOME			TARGET CLIENTS
		NO. OF STEPS	PROCESSING TIME	AMOUNT	NO. OF STEPS	PROCESSING TIME	AMOUNT	
Accounting	Assessment of Tuition and Other Fees	3	5 minutes	N/A	2	3 minutes	N/A	Students

Certified Correct:


MARIA CRISTINA D. SISCAR
Accountant III



MINDORO STATE UNIVERSITY
Alcate, Victoria, Oriental Mindoro

WHOLE-OF-GOVERNMENT (WOG) REENGINEERING PLAN
As of December 2022

OFFICE	PRIORITY SERVICES	CURRENT STATUS			EXPECTED OUTCOME			TARGET CLIENTS
		NO. OF STEPS	PROCESSING TIME	AMOUNT	NO. OF STEPS	PROCESSING TIME	AMOUNT	
University Clinic	Blood Pressure Checking or Monitoring	7	17 minutes	N/A	7	17 minutes	N/A	Students and Employees/ Others
	Capillary Blood Glucose Test	8	17 minutes	P60 (Medical Form Fee)	8	14 minutes	*Free-students and employees *P60 (Medical Form Fee for Alcate Residents/other clients)	Students and Employees/ Others
	Medical Consultation	13	2 hours & 4 minutes	N/A	12	1 hour	N/A	Students and Employees/ Others
	Dental Consultation	13	1 hour	N/A	13	55 minutes	N/A	Students and Employees/ Others
	Tooth Extraction	12	1 hour & 49 minutes	P60 (Dental Fee)	12	1 hour	*Free-students and employees *P400 (Employees/other clients)	Students and Employees/ Others
	Tooth Restoration	12	1 hour & 21 minutes	P250 per tooth	12	1 hour & 30 minutes	*250-students and 500-(Employees and other clients)	Students and Employees/ Others
	Oral Prophylaxis	12	1 hour & 55 minutes	P250	12	1 hour	*Free-students *P500 (Employees /other clients)	Students and Employees/ Others

Certified Correct:


NEDDEN GRACE D. HORA, DMD
Dentist II/ Head, Health Services Unit



MINDORO STATE UNIVERSITY
Alcate, Victoria, Oriental Mindoro

WHOLE-OF-GOVERNMENT (WOG) REENGINEERING PLAN

As of December 2022

OFFICE	PRIORITY SERVICES	CURRENT STATUS			EXPECTED OUTCOME			TARGET CLIENTS
		NO. OF STEPS	PROCESSING TIME	AMOUNT	NO. OF STEPS	PROCESSING TIME	AMOUNT	
Registrar	Student Registration							
	For Incoming 1st year, Transferee, Returning students.	7	42 minutes	N/A	5	12 minutes	None	SHS graduate/ Transferee/ Returnee students
	For Continuing Students	7	42 minutes	depends upon the assessment	5	10 minutes	None	Continuing students
	Issuance of Student's Transcript of Record	5	5 days & 42 minutes	P50.00 per page	7	17 minutes & 7 working days	P50.00 per page	Students/Alumni
	Issuance of Student's Certifications			P40.00	5	11 minutes	P40.00	Students/Alumni
	Issuance of 2nd copy of Diploma			P200.00	7	13 minutes & 10 working days	P200.00	Alumni
	Issuance of authenticated document/s			P10.00 per page	5	9 minutes	P10.00 per page	Students/Alumni

Certified Correct:

ESPERANZA A. MAMINTA

Registrar III